



2016 Round 2 Social Innovation Fund Pay For Success Competition Orientation 4: Ensuring an Equitable Review



Training Objectives



- Describe the Review Participants' responsibilities in ensuring a fair and equitable review
 - Define potential bias
 - Outline steps to take if you identify a potential Conflict of Interest
 - List proper disposal methods for all confidential materials
 - State and understand purpose of Confidentiality & Conflict of Interest Guidance Form
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What does it mean to be equitable?

- Ensure that each application receives consideration through a fair and impartial process
- Understand the Selection Criteria
 - Assess each criterion and apply the appropriate rating
 - Understand and follow the Scoring Rubric
 - Use only the materials provided; not consider outside information
- Responsibility as a Review Participant
 - Confidentiality, Conflicts of Interest, Bias

Conflict of Interest



- Conflict between private interests and official responsibilities
 - Before you review any applications, you must tell CNCS about any possible Conflicts of Interest (COI) or the appearance of a Conflict of Interest.
 - The duty to disclose potential COIs is ongoing. If a COI or appearance of a COI arises during the course of your participation, you must tell CNCS.
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Examples of Conflict of Interest

Review Scenarios listed in the Conflict of Interest Form

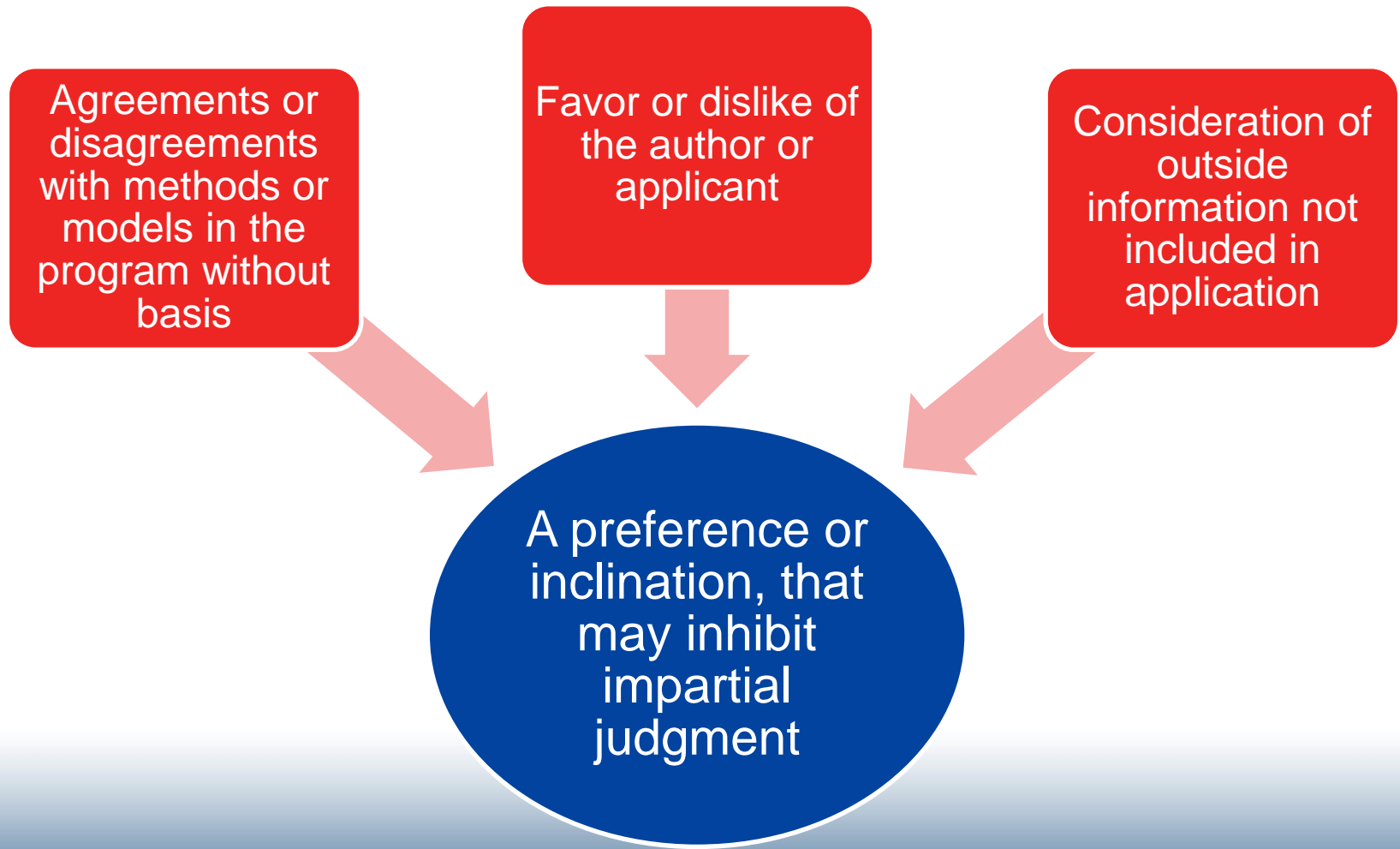
- You must disclose whether you or a related person has a potentially conflicting relationship with an applicant organization, or any affiliated organization

 - Related people include:
 - Your spouse, domestic partner, or civil union partner
 - Your minor child
 - A relative living in your immediate household
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Importance of Reporting COLs

- Ensure a fair and equitable review for each application
 - Preserve the integrity of the Blended Review process
 - If you have any questions or think a conflict may exist, immediately contact your GARP Liaison
 - ***CNCS staff will review the information, make a determination as to whether there is a conflict, and notify you of what steps, if any, need to be taken.***
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What is Potential Bias?



How to Handle Potential Bias

- Often it will be flagged by another participant
- Return to assessment; only use information provided in the application
- Exercise consideration and respect – remove emotions
- Possible recusal from review of that application

Confidential Information

Applicant Confidentiality

- Applicant names
- Applicant business information and financial data
- Details about the proposed program
- Review comments and ratings

Participant Confidentiality

- Identity of all review participants
- The link between Reviewers and their comments

Proper Handling of Confidential Information



All Review Notes



Review Artifacts



All Applications

Confidentiality & COI Form: Process and Purpose

Read the Confidentiality & COI Form

**PCs need to sign and return form to
CNCS**

Receive the applications

Review for potential COIs

Maintain appropriate confidentiality

Next Steps

- Complete all orientations
- Confirm participation in this orientation by emailing secret word to:
PeerReviewers@cns.gov